![Missouri Department of Economic Development]

FREQUENTLY ASKED QUESTIONS (FAQs) ABOUT SUBMITTABLE

1. **How do I sign in to my Submittable account?** https://submittable.help/en/articles/923459-how-do-i-sign-in-to-my-submittable-account

2. **I forgot my password, how do I reset it?** https://submittable.help/en/articles/904875-i-forgot-my-password

3. **I'm having trouble uploading file(s) to an application form, what do I do?** https://submittable.help/en/articles/904862-i-m-having-trouble-uploading-file-s-to-an-application-form Make sure to wait for the file to fully upload and a green "Draft Saved" appears at the top of the screen before trying to upload another file. If you are experiencing this multiple times while dragging a file, please try to upload directly from a folder using the "Choose File" function.

4. **What happens if I accidentally hit submit in the new Submittable application system and was not finished uploading or needed to finish filling in some boxes?** We hope we have built the system to prevent such an issue by requiring mandatory fields before the system will allow an applicant the option to submit an application. However, if you feel you need to add supplemental information to your submitted form, you can send an amendment request form found on the HTC webpage under the "Already Applied" tab and the program will work with you to correct the file.

5. **I received a request to collaborate on Submittable. What's next?** https://submittable.help/en/articles/4147309-i-received-a-request-to-collaborate-on-submittable-what-s- next-faqs

6. **How can I change the email address associated with my Submittable account?** https://submittable.help/en/articles/2441500-how-can-i-change-the-email-address-associated-with-my- submittable-account

7. **How can I invite people to collaborate with me on an application?** https://submittable.help/en/articles/3654810-how-can-i-invite-people-to-collaborate-with-me-on-a- submission

8. **How do I save my application as a draft?** At the bottom of the application, there is a button "Save Draft" where you can click to save a draft and finish the application later.

9. **How do I return to a saved draft?** https://submittable.help/en/articles/904868-how-do-i-return-to-a-saved-draft

10. **I cannot find my submitted application(s) in my account. Where did I go?** https://submittable.help/en/articles/1832516-i-cannot-find-my-submissions-in-my-account-where-did-they- go

11. **How can I download a copy of my application?** https://submittable.help/en/articles/2814108-how-can-i-download-a-copy-of-my-submission

12. **How can I communicate with an organization to which I've made a submission? (Sending messages to the program using Submittable)** https://submittable.help/en/articles/2576225-how-can-i-communicate-with-an-organization-to-which-i-ve-made-a-submission

13. **Which Submittable form do I need to complete to apply for the FY22 open application cycle using Submittable?** The Department recommends using the "Single Projects – Historic Tax Credit Program – FY22 & After" form even if you are submitting multiple applications. The form was built to ensure applicants submit complete applications at submission. If you would like to complete Adobe fillable program forms found on the HTC website, you may upload the completed PDFs using the "Multiple Projects – Historic Tax Credit Program – FY22 & After". **Regardless of which form you choose, applicants can only work on one project application at a time. An application must be formally submitted before beginning a new application.**

14. **Do I need to submit the "Enrollment in Federal Work Authorization Program Sworn Affidavit" if I uploaded a preliminary application using the "Multiple Projects – Historic Tax Credit Program – FY22 & After" in Submittable?** No, you have met the requirement under Section 285.530 RSMo, when you uploaded the notarized preliminary application into Submittable. You will need the form if you are completing "Single Projects – Historic Tax Credit Program – FY22 & After."

15. **I'm a collaborator, why can't I submit the form?** Only the original creator of the form has permission to submit the application.

16. **I no longer wish to apply and do not want continue my application I started, what I should I do?** Please locate your application and select "Withdraw" in the upper corner of the page.